

NATIONAL HEADQUARTERS
WASHINGTON, AUGUST 20, 1942

SUBJECT: Preparation of all Vouchers

TO: All Coastal Patrol Commanders

1. Vouchers which are not properly prepared to meet the established procedure of the Government cannot be honored for payment and must necessarily be returned for correction. This means delay in paying your men and obligations. If the following instructions are carefully observed, checks in payment of vouchers can be cleared approximately two weeks after the vouchers are received at National Headquarters.

2. GENERAL INSTRUCTIONS for all Vouchers

- a. The first name, middle initial and last name of the payee will be given and the signature should conform exactly (first name, middle initial and last name)

In case of a married woman, her given name must be used, as Mrs. Helen M. Smith, not Mrs. Henry W. Smith.

Where a corporation is the payee the voucher will bear the signature of the person authorized to sign for the corporation with his or her title.

- b. Addresses of payees will always be given as,

c/o _____ (Base Commander)

Civil Air Patrol

_____ (Airport, City, and State)

Payees should not designate their home addresses. In case of miscellaneous expenses for which voucher No. 1034 is used, the payee may designate the address he chooses for checks will be mailed direct to him.

- c. The duties performed and all rates for Per Diem, Aircraft, and Stand-by Vouchers will follow strictly Operations Directive No. 13-B "Reimbursement Schedules for Coastal Patrol Missions" (as the same may be amended from time to time).

- d. The original of each voucher will be signed by the payee and certified by the Base Commander.
- e. Completed vouchers should always be checked with another person at the base before sending them to National Headquarters.
- f. Vouchers will be mailed as a group for each period hereinafter prescribed. They will be prepared and mailed not later than seven days after the close of the period for which they are submitted.
- g. Daily Operation Reports and all vouchers will be submitted to National Headquarters in duplicate. The base should retain a copy for its own file.
- h. Do not make erasures. An unavoidable erasure that might appear should be initialed and dated by the payee of the voucher.
- i. Do not abbreviate.

3. DAILY OPERATIONS REPORT

- a. Submit to National Headquarters daily.
- b. If a particular plane is equipped with bomb racks, place an (A) following the NC number listed in first column of this report.
- c. List in the column headed "Pilot" not only the name of the pilot but also the name of the observer on each mission.
- d. In the column headed "Mission", state the nature of the mission; i.e., "Coastal Patrol", "Radio Check", "Test Flight", "Courier", etc. With regard to courier missions, state the destination.

4. PER DIEM VOUCHER

- a. Submit to National Headquarters for periods from the 1st to the 15th, inclusive, and the 16th to the end of the month inclusive. Do not submit a voucher covering more than one period.
- b. If during a particular period, one individual performs a duty different from one he performed during a part of that period and for which a different per diem allowance is specified, submit separate vouchers.

5. AIRPLANE VOUCHER

- a. Submit to National Headquarters for periods from the 1st to the 15th, inclusive, and the 16th to the end of the

month, inclusive. Do not submit a voucher covering more than one period.

- b. Airplane vouchers will conform with daily operations reports as to NC number, dates of missions, missions, and time involved. Designate whether or not the ship is equipped with bomb racks. Insurance costs are based on flying time. If vouchers do not conform to daily operations reports, the reimbursements will not agree with the insurance premiums charged.
- c. If a plane becomes equipped with bomb racks in the middle of a period, submit separate vouchers.
- d. In the column headed "Pilot" state the name of the pilot and the observer.
- e. The airplane vouchers shall include the hours and minutes of time in flight from home base to patrol base for each plane ordered to duty and shall likewise include time in flight from patrol base to home base when plane is ordered off duty at conclusion of service. It shall include also time in flight for purposes of radio checks, motor tests, weather observation, etc., under operations orders. These figures shall also be included in the daily operations reports.
- f. If the owner of an airplane desires to designate an agent to sign his vouchers and collect rental for him, he should write to National Headquarters for the proper form of Power of Attorney and further instructions.

6. AIRCRAFT STAND-BY INVOICE

- a. Stand-by invoices will be submitted each month covering a period of the entire month.
- b. The invoices shall include each day from the date on which a plane takes off from its home base under orders to report for duty at a coastal patrol base to the date on which the plane returns to its home base when ordered off duty at conclusion of service.

7. VOUCHER #1034 FOR MISCELLANEOUS EXPENSES

- a. These vouchers are only to be used for miscellaneous expenses which are absolutely necessary for the operation of the base. If in doubt about the necessity of an expenditure write National Headquarters before incurring it. Voucher #1034 is not to be used for Travel Expenses. A special travel memorandum will be forwarded shortly.
- b. UTILITY BILLS. A schedule of rates will accompany the first utility voucher submitted for any particular company. The schedule will be filed at the General Accounting Office and future bills will be checked against it.

- c. TELEPHONE BILLS. The telephone number and the place of installation will be shown. All toll charges and credits will be itemized and the number of local calls stated. Transmittal copies of any telegrams will accompany the invoice. Do not use the long distance telephone when you can transact your business equally well by letter or telegram.
- d. TELEGRAPH BILLS. Transmittal copies of all messages will be submitted with the invoice.
- e. METHOD OF PREPARING VOUCHER #1034
 - (1) You will prepare the original copy (white) and three carbon (yellow) copies. The original and two carbon copies will be sent to National Headquarters. The Base will retain one carbon copy for its file. Only the white copy need be signed by the payee (the person furnishing the services or materials) and certified by the Base Commander.
 - (2) It is important that all bills or invoices be explicit. They should be dated. Should describe in full and in detail the services or materials rendered and in the case of utility bills will show the meter readings. Before preparing vouchers for miscellaneous expenses study carefully paragraph 3d of Operations Directive 13-B "Reimbursement Schedules for Coastal Patrol Missions". Do not submit bills covering items which should be paid from the Operation and Maintenance allowances.
 - (3) Type on front side, ONLY the following:
 - (a) "Office for Emergency Management
Office of Civilian Defense
 - (b) Address and Date
 - (c) Name of payee (firm, company, or individual rendering material or services)
 - (d) Address of payee.
 - (e) Date of service rendered or materials delivered.
 - (f) Description of service rendered or materials delivered (to be substantiated by itemized invoice attached to voucher)
 - (4) Certification of payee, signature and title (read carefully)
 - (a) This certification appears on the white copy only in the left center of the page.
 - (b) If the original bill or invoice from the payee bears

(5)

in certification with proper signature and title, it is not necessary for the payee to sign the white copy of voucher #1034.

(5) Type on the back side, ONLY the following:

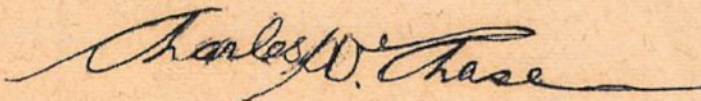
The certification of the base commander and have him sign it. In the case of telephone bills the following certification should also be added and signed by the base commander:

"I certify that the use of the telephone for the official long-distance calls listed herein was necessary in the interest of the Government".

(6) DO NOT TYPE OR SIGN ANYTHING ELSE ON EITHER SIDE OF THIS VOUCHER

8. STUDY CAREFULLY THE EXAMPLES OF ALL VOUCHERS ATTACHED.

By direction of National Commander JOHNSON:



Charles W. Chase
Fiscal Department

